

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Finance Treasury Services 2200 Peachtree Summit Bldg. 401 W. Peachtree Street Atlanta, Georgia 30365		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received      Application No.      Date Completed MAY 17 1983      83-839      JUN 7 1983	
4. Person to Contact Jean Wakefield/Rae Lipsitz		5. Working Title Asst. Treasurer/Secretary	6. Telephone Number 586-5067
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 1979      Present	9. Records Series Title (followed by title used in office, if different) Transcard Reconciliation Series		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Division of Treasury Services is responsible for the receipts, investment, and disbursement of all funds for maintaining integrity of financial assets and accounts and for maintaining banking relationships. The specified responsibilities are to maintain effective internal control procedures to safeguard cash and other assets, ensures an adequate level of funds availability to meet current and planned obligations, ensures all funds disbursements are made in a timely manner and bear proper signature and endorsements, administers the Authority's investment portfolio to maximize yield, assists in the development and administration of the Authority's Bond Program, coordinates the design, development, and implementation of the Authority's Fare Collection System. Administers the Authority's Bus and Rail Fare Collection System, and to administer the Authority's Transcard Program revenues.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the distribution of weekly and monthly transcards and the financial administration of revenues received. Included are: the transcard consignment/receipt form (#33-7219); the monthly summary sheet listing transcards on hand, sold, returned and exchanged; the transcard sales analysis by company/organization; the summary of remittance received form (#33-3070); individual company/organization purchase orders (invoices); and miscellaneous internal MARTA distribution of transcards. This series may also include general correspondence pertinent to the distribution of and receipt of revenues from the sale of weekly and monthly transcards. File is arranged: by fiscal year, by month			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>6</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>1</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

a. State Law

b. Statute of limitation

c. Federal law

\_\_\_\_\_ years.

6 years. OCG.

\_\_\_\_\_ years. 39-3-24

d. Audit period

3 years.

e. Administrative need

1 years.

f. Federal retention instructions

\_\_\_\_\_ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

*Analysis of individual accounts*

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 5 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved Department Records Management Officer

Date

*Regina H. Franklin* 4/19/83

Approved Division Head/Designee

Date

*John R. Young* 4/20/83

Approved Department Head/Designee

Date

*[Signature]* 4/21/83

Approved Records Management Analyst

Date

*Regina H. Franklin* 4/21/83

Approved Legal Counsel

Date

*Frederick L. Galland* 4/25/83

Approved Division of Audit

Date

*[Signature]* 4/27/83

Approved Department of Archives and History

Date

*Edward Weedon* 6/6/83

Approved MARTA Management Advisory Committee

Date